

## **EDUCATION ADMINISTRATOR**

**DEFINITION:** Under administrative direction, performs professional work of unusual difficulty in the development and implementation of comprehensive standards-based curricula and student centered teaching and learning environment; serves as a key leader and manager of the program; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

### **TASKS:**

Plans, develops and directs program policies and procedures; provides leadership and overall direction in the organization, administration, management and evaluation of the program; develops and implements monitoring and evaluation standards and procedures; interprets all laws, regulations, statutes, rules and policies affecting the program; oversees planning and development; selects, trains, evaluates and motivates staff.

Oversees data gathering and analysis; coordinates the development and maintenance of data acquisition methods; determines funding strategy and allocation of resources; prepares annual budget; approves major expenditures; reviews program operations for conformance to performance standards; keeps abreast of developments and innovations as applicable; works cooperatively with leaders of other administrative programs, state and federal agencies in integrating and coordinating a unified program.

Represents the Navajo Nation and the program at various meetings with federal, state, local and other agencies; serves on committees, task forces, and other established groups; negotiates on behalf President of the Navajo Nation on matters affecting the operation of the program; maintains administrative contact with the Office of the President and Vice-President and Division Directors; attends professional society and association meetings, conferences, etc.

### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of the principles and practices of curriculum development and implementation.

Knowledge of the principles and practices of educational research methods and procedures, program development and administration.

Knowledge of applicable federal, state and local laws, codes and regulations.

Knowledge of budget and development of program policies and procedures and goals.

Knowledge of teaching principles, practices and procedures.

Skill in written and oral communications.

Skill in the use and application of statistical related computer software.

Ability to design evaluation instruments and perform research.

Ability to assemble, analyze, interpret and present research and statistical data.

Ability to supervise and coordinate activities of a research and development staff.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves a minimum of physical effort in an office setting.

### **MINIMUM QUALIFICATIONS:**

- A Doctorate degree in Education with emphasis in Mathematics or Science or a closely related field; and four (4) years of demonstrated education administration experience, including teaching and scientific experience.

THE NAVAJO NATION

Class Code: 3676  
Community Education and Counseling Series  
General Education Group  
Overtime Code: Exempt  
Pay Grade: 70

### **EDUCATION ADMINISTRATOR**

#### **PREFERRED QUALIFICATIONS:**

- Six (6) years of demonstrated education administration experience.

#### **SPECIAL REQUIREMENTS:**

- Must have a Teaching/Administrator certification from the State of Arizona, New Mexico or Utah.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.